

FUNCTIONAL ACTIVITY

The primary function of this division is to provide a formal entrance and lobby for the library building as well as access to ancillary services such as the Friends Bookstore, display and exhibits space, the public meeting rooms and the main public restrooms for the facility. The lobby will provide space for library patrons to easily enter and exit the library, but will also provide space for receptions outside of the meeting rooms where refreshments can be served. The library entrance should encourage the user to want to enter the main part of the library. The area should be open and welcoming and should let the user easily locate the various sections of the library (through the use of signs or maps). Public flyers as well as tax forms in season would be attractively arranged so that patrons who are looking only for those pass outs would not have to enter the main part of the library.

A small desk or booth area should be provided for a future "concierge" for the library and other cultural functions. The "concierge" desk should be very mobile and move around the lobby to different positions as is appropriate for different needs and functions.

SPATIAL RELATIONSHIPS

The Library Entrance division is essentially a pass-through space which patrons will use when visiting both the library proper as well as the public meeting rooms. As such, it should be located centrally between the library proper and the public meeting room division to allow access to both in a convenient and efficient manner. The Library Entrance division must be able to be locked off and separated from the library proper so that the meeting rooms, restrooms, and ancillary services can be accessed separately and utilized when the library is closed.

ADJACENT:

Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
Browsing & Periodicals
Children's Library

PROXIMITY:

Fiction Collection

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Friends Bookstore		518
Public Entrance & Lobby		420
Public Rest Rooms		N/A
TOTAL:		938



Functional Activity

The Friends Bookstore will be operated by volunteers from the library's Friends group. Library patrons and visitors to the public meeting rooms will be able to stop in and browse through the store and make purchases. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving which should be attractive with an emphasis on approachability and walk-by appeal.

Relationships

The Friends Bookstore must be just off the lobby and highly visible as people walk in and out of the library building.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Auditorium

Conference Room

Meeting Room

PROXIMITY:

Friends Work Room/Storage

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the existence and/or fervor of the Friends' volunteers can wax and wane. If unused in the future, this space should be able to provide additional area for occasional large receptions.

Fenestration

Fenestration is not required but an exterior display window with access through the Friends Bookstore for the promotion of merchandise would be an asset.

Finishes

Since this is connected to the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be of high durability and as maintenance free as possible since this will be a relatively high traffic area. Walls finishes should be attractive, durable and easy to clean.

CEILING:

Acoustical

WALLS:

Vinyl, sisal or fabric with w/ ½ glass.

FLOOR:

Carpet Tile or glazed quarry tile

Access

Must be handicapped accessible and meet ADA standards.

Acoustics

The space should be acoustically buffered from the library proper. The Friends Bookstore will be part of the noisy entrance area because of conversations between patrons and volunteers, however an attempt should be made to cloister this area somewhat from the lobby so that patrons can shop in relative peace.

Illumination

Specialized accent lighting at 40 to 50 foot candles on the bookstore entrance and counter top, as well as all product display units including shelving. Light should be provided within in-wall glass display cases.



Telecommunications

- 1 Data Outlet

Audio - Visual

- 1 Cable Outlet

Security

This space should be able to be secured separately from the library proper to allow for use after hours when the library is closed, but when meetings are taking place in the building. Display cases should be able to be locked and secured. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteers located at a work area in the store will supervise this space.

Signage

Provide a sign visible from both the entrance to the library building and the library proper that identifies the bookstore and shows the store's hours.
An overhead sign "Friends Bookstore".

Electrical

Provide receptacles for approval from the library staff when the conceptual architectural floor plan is complete.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	1	10	10
Bulletin Board	3	0	0
Case, Merchandise Display	1	35	35
Cash Register	1	0	0
Chair, Task	1	0	0
Clock, Wall	1	0	0
Computer, Staff Desktop	1	0	0
First Aid Kit	1	0	0
Paperback Spinner W/4 Rotor Towers	2	30	60
Printer, Ink-Jet (B&W)	1	0	0
Printer, Receipt	1	0	0
Rack, Literature Display Handout	1	0	0
Safe, Floor	1	0	0
Shelving, DF 45"H Steel W/ 6 Shelves	6	18	108
Shelving, SF 90"H Steel W/ 7 Shelves	20	12	240
Sign, Announcement	1	0	0
Stool	2	0	0
Telephone Handset	1	0	0
Workstation, Bookstore Service Counter	1	65	65



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of a double set of automatic sliding doors for patron convenience, but set far enough apart to create a weather vestibule. The lobby should be an inviting space that welcomes the public to the library and the meeting room complex. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flows should combine to make this area the architectural focal point of the building. The lobby should be inviting, spacious, beautiful as well as capable of handling significant traffic flows. It should also be a space to provide recognition for the mayor and financial supporters. A donor wall will be required in the lobby. It should also permit receptions with refreshments.

Relationships

The public entrance and lobby are the focal point and primary access conduit to all parts of the library building including the library proper and all ancillary services. Access to the public meeting rooms, Friends Bookstore, as well as the library proper should be off the lobby.

The library entrance should be adjacent to the circulation desk and should provide a return area for patrons who wish to pay overdue fines. Consideration might be given to locating the office of the library director adjacent to the entrance on the other side of the area since visitors having business with the library director should not have to hike through the entire building. A display case should entice patrons into the library.

ADJACENT:

Circulation Desk
Auditorium
Conference Room
Friends Bookstore
Public Rest Rooms
Administration Offices

CLOSE:

Browsing
AV Library
Children's Entrance

PROXIMITY:

Fiction Collection & Seating

AWAY:

Loading Dock

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since it will double as a display area for exhibits. This space will also provide space for occasional large receptions.

Fenestration

There should be glass either in the front doors and/or around them to provide for a view to the outside of the library from this space as well as other staffed areas. This is an area that is particularly well suited to the use of skylights and/or clerestories for additional natural light.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be very attractive and business like, and it must look that way in twenty years as well as they day the building opens. The floor finishes must be of high durability, slip resistant and as maintenance free as possible. The front entrance should be on the same level as the exterior sidewalk to avoid a barrier for the physically challenged. Walls finishes should be highly durable and easy to clean as well.



CEILING:

Acoustical

WALLS:

Highly durable: Sisal or vinyl with marble or granite wainscoting.

FLOOR:

Glazed quarry tile 8" by 8" with non-slip matte finish or similar

Access

Must be handicapped accessible and meet ADA standards.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library proper. This space should act like a sound "vestibule" between the entrance to the library and the library proper.

Illumination

General lighting at 30 to 40 foot candles with specialized accent lighting at 50 foot candles at the entrance and in the lobby on any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide data outlets to the information kiosk and concierge area.

Audio - Visual

Provide cable outlets to the information kiosk and a display or exhibit area.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library proper itself to allow for the use of the public meeting room complex after hours when the library proper is closed. Much of the lobby should be able to be supervised by the staff at the circulation desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the library building. This space should also provide the unauthorized entry detection and alarm system main locator panel. The library entrance should be in full view of the circulation desk, so circulation staff will be in charge of security for the area.

Signage

Provide a lighted and easily changeable sign visible at the entrance that shows the library's hours as well as saying either "Open" or "Closed." Provide a sign at the entrance to the building that says: "This is a No Smoking Building." Provide a sign leading from the lobby into the library proper which says: "No Food or Drink." Also provide a changeable events signboard which can display the daily activities for the library. Provide a sign that says "Book Return" on any book drop slots located within the lobby.

Electrical

Provide an appropriate number of duplex receptacles wall-mounted to accommodate architectural design of the space.
Provide floor duplex receptacles for directories and information kiosks.
Provide receptacles within the display cases and exhibit areas for additional lighting and power requirements.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bench, Lobby (3 Person)	2	20	40
Bulletin Board	3	0	0
Camera, B&W Security System	2	0	0
Case, Exhibit	4	50	200



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Case, In-Wall Display	2	0	0
Chair, Task	1	0	0
Clock, Wall	1	0	0
Directory	1	0	0
Drinking Fountain	2	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	2	0	0
Rack, Literature Display Handout	1	0	0
Security Gates, Book Theft Detection System	1	0	0
Sign, Announcement	1	0	0
Table, Display	2	50	100
Telephones, Public Pay (2 Heights)	1	0	0
Waste Receptacles - Built-in	2	0	0
Water Fountain - Handicapped Accessible	1	0	0
Workstation, Public Relations Service Counter	1	80	80



Functional Activity

These facilities will be the public rest rooms for the building. There should be one main bank of rest rooms just off the lobby which will serve the public who are coming and going in and out of the library and using the public meeting room complex.

Relationships

The main public rest rooms must be just off the lobby and close to the meeting room complex. The entrance to the rest rooms which serve public meeting rooms should be easy to find and very convenient from the meeting rooms. Further, the entrance to the rest rooms should be visible from the circulation desk if possible. The rest rooms should also be close to the Friends Bookstore.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Auditorium
Conference Room
Friends Bookstore
Meeting Room

PROXIMITY:

Circulation Desk
Custodial Sink & Supply Closet

Flexibility

This space requires minimal or no flexibility unless accommodation requirements are expected to change.

Fenestration

No windows are necessary or desired.

Finishes

As this area will be used on a constant basis, it must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint.

WALLS:

Glazed Ceramic Tile with dark grout.

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Must be handicapped accessible and meet ADA standards.

Acoustics

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area.

Illumination

Bright lights to give rest room the appearance of being clean and safe.

Security

The staff at the circulation desk will supervise the rest rooms and should be able to see the entrance to the rest rooms. All rest rooms will have locks on them, so they can be locked at night by staff before closing the building, however, anyone inadvertently left inside should be able to exit the rest room.

Signage

Standard exterior signs identifying "Men's" and "Women's". No interior signs except those required by ADA.

Electrical

2 Duplex Ground Fault Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	7	0	0
Diaper Changing Counter	2	0	0
Feminine Hygiene Product Dispenser	1	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Recessed Paper Towel Dispenser/Refuse	4	0	0
Sink And Counter	6	0	0
Soap Dispenser	6	0	0
Stall	7	0	0
Urinal	3	0	0



FUNCTIONAL ACTIVITY

This division will provide a focused area for library services and collections that target new adult readers and English-language learners. It will have a collection of books, audio-visual materials and computer software for adults seeking to improve their reading, writing and computing skills. The Literacy Center will also serve as a centralized check-in point for literacy tutor/student pairs and for small groups working together.

SPATIAL RELATIONSHIPS

This area is situated in a relatively quiet part of the library's second floor, close to most of the study rooms. This promotes privacy and confidentiality, qualities important to most adult learners, especially as they begin their literacy improvement work.

ADJACENT:

Reference Services
Adult and YA Non-Fiction Collection & Seating

CLOSE:

Study/Tutoring Rooms A,B,C,D,E
Reference Desk
OPACs

PROXIMITY:

Audio-Visual Collection & Seating
Circulation Desk
Public Entrance & Lobby
Public Restrooms

DIVISION SPACE SUMMARY		Sq. Ft.
Literacy Collection & Seating		156
Literacy Office		143
TOTAL:		299



Functional Activity

Patrons will usually enter this space and look up specific authors they are interested in, and then often look for a nearby place to sit down to read the book cover or the first few pages of the book to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to look up the library's holdings by author or title while browsing in the special collections.

Seating in this area should allow for table study, as well as a few comfortable lounge chairs allowing for a quiet reading area. Shelving should allow for book displays at stack ends and face out shelving.

Relationships

This collection is a high-use collection and will be accessed quickly after entering the library by those devoted to their dedication to become more literate.

ADJACENT:

Reference Services
Adult and YA Non-Fiction Collection & Seating

CLOSE:

Study/Tutoring Rooms A,B,C,D,E
Reference Desk
OPACs

PROXIMITY:

Audio-Visual Collection & Seating
Circulation Desk
Public Entrance & Lobby
Public Restrooms

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise. There should be sufficient shelving to allow for a 40-50% increase in the size of the collection over a 20 year period.

Fenestration

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.
There should be wall space for posters, and hanging literature displays for reading lists.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Acoustics

The architect and interior designer should endeavor to buffer some of the seating in this area so that patrons can escape for some quiet reading and literacy learning where they will not



be disturbed.

HVAC

Controllable.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy.

The Literacy books should in most cases be housed in single-faced wall units and should be "highlighted" to attract patrons to the various collections. This highlighting should not be done by using "spot lights" and should not create glare on the books or the surface of nearby reader's tables.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Security

The special collections will be supervised from the reference desk. The book stack and seating area should be laid out to optimize visual supervision of all of this space, however it is recognized that it may not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by a security camera or security mirror.

Signage

Large directional sign which says: "Literacy Collection".

The signage on the end of the stacks should be easily revisable.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36
1514 Literacy			
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's	4	0	0
Chair, Technology Workstation	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	3	0	0
Computer, Public Desktop	3	0	0
Table, Reader's	1	80	80
Workstation, Technology Office System	1	40	40



Functional Activity

This is the office for the Reference Librarian(s) who will staff this area. This office will also provide a confidential space where the public can come into a private office to discuss confidential issues.

Relationships

This collection is a high-use collection and will be accessed quickly after entering the library by those devoted to their dedication to become more literate.

ADJACENT:

Literacy Collection and Seating
Adult and YA Non-Fiction Collection & Seating

CLOSE:

Study/Tutoring Rooms A,B,C,D,E
Reference Desk
OPACs

PROXIMITY:

Audio-Visual Collection & Seating
Circulation Desk
Staff Restrooms

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOOR:

Carpet or Carpet Tile

Acoustics

Normal office noise generated from telephone conversations etc. Additional acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some lighting should be dimmable and task lights should be present on the desk.

Security

This is a staff area and access is controlled by lock.



Signage

Sign on the door that says: "Literacy Office".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Professional	1	60	60
File Cabinet (Vertical)	1	12	12
Paper Shredder	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	1	12	12
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for and access to the library's local history collections such as books by local authors and local historical materials. These materials are not to be checked out of the library, but used in the local history collection room for the security of the collections. Some of the more irreplaceable items are locked within cases and librarians must hand-deliver the materials to the patron. Library patrons will enter this room and be looking for quiet study space where they can review these materials usually for long periods of time in quiet contemplation.

SPATIAL RELATIONSHIPS

The only relationship for this division is that it should be close to the reference division.

CLOSE:

Reference Services

DIVISION SPACE SUMMARY		Sq. Ft.
Local History Collection & Seating		853
Local History Desk		130
Local History Office		142
Local History Workroom		356
TOTAL:		1,481



Functional Activity

There are library patrons in the community who have a special interest in this area. They may have a special interest in local culture and history, or they may be senior citizens simply looking for a quiet place to read. Generally, the local history collection room should be removed from the more noisy areas of the library. Some of the books in this collection will be housed in locked book display cases that will require the assistance of a reference librarian to access. The collections consist of works by local authors as well as materials of local historical significance to the City, County, Region and State.

Relationships

The local history collection should be in a more remote area of the library, but reasonably close to the reference desk and preferably visible from the reference desk so that staff can help supervise the room. The Local History Collection and Seating space should be adjacent to not only the local history desk, but also the local history office and workroom.

ADJACENT:

Local History Desk
Local History Office
Local History Workroom

CLOSE:

Reference Desk
Public Restrooms

Flexibility

It is important to have sufficient space to allow for continuous donations and additions, since items are not removed from this collection. Wiring should allow for some rearrangement of equipment.

Fenestration

Natural light in this room is desirable.

Finishes

This area should be formal, quiet and beautiful in order to reflect the appreciation and reverence for history that these documents and volumes represent. The space finishes will not see the heavy use of regular public areas, but still must maintain a classic appearance for many years of use. Furnishings and finishes in the room should be very traditional.

CEILING:

Acoustical

WALLS:

1/2 glass for interior window and paint and acoustical panels.

FLOOR:

Carpet or Carpet Tile

Acoustics

This area should be a separate room that must be able to be kept quieter than the rest of the library. Scholars researching local history will need quiet for concentration and study, and it must be able to be provided in this space.

HVAC

The books and materials in this room may require specialized HVAC environments such as lower temperature and highly controlled humidity (65 to 75 degrees and 50% humidity plus or minus 5%).

Illumination

The use of lighting inside the book cases should be explored and implemented if practical and cost effective, otherwise provide 30 foot candles vertically at 30" above the floor at the display cases. Make certain that the lighting is even in the display case from one end of a



range to the other as well as from the top of the case to the bottom as much as possible. Provide non-glare and shadowless light for an even distribution of light to make reading book spines and books easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. The use of table and floor lamps for task lighting in this area is appropriate. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). Ultra-violet light must be filtered from all light sources, artificial or natural to prevent the destruction of the historical collections.

Security

Reference staff at the local history desk, office and workroom will supervise this room. There should be a clear view of the inside of this room from the reference desk and workroom as well, so that additional supervision may be provided from the reference desk during times when the local history staffing is low. A door lock should control access to the room. The display cases must be constructed in a manner so as to protect the historical collections within if the sprinkler system in this room is activated (water damage to these materials is as adverse in some cases as fire). Items in the collection are in locked cabinets or protected areas.

Signage

A sign on the door that says: "Local History Room." If not in an easily seen location, additional signage is needed to direct public to this room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	13	18	234
4290 Local History			
<u>Description of Furniture & Equipment Units</u>			
Case, Exhibit	2	35	70
Chair, Reader's	12	0	0
Clock	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Copier Stand	1	20	20
Copier, Color Countertop	1	0	0
File Cabinet (Lateral)	4	20	80
Lamp, Table	3	0	0
Map Case	1	35	35
Microfiche Reader/Printer	1	0	0
Printer, Laser (B&W)	1	0	0
Table, Coffee	1	50	50
Table, End	2	12	24
Table, Reader's	3	100	300
Workstation, Technology Carrel	1	40	40



Functional Activity

Library staff will assist patrons in the local history room from this service desk. The desk should be approachable, but well appointed and traditional in design.

Relationships

The local history desk is the hub of the local history collection and therefore should be the predominant feature in this division. It must be adjacent to the local history workroom and office as well as the collection and seating space.

ADJACENT:

Local History Collection & Seating
Local History Office
Local History Workroom

Flexibility

It is not likely that this area will be anything other than a service desk in the future, but it may need to be expanded. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting. Where natural light occurs, it should not fall directly on any part of the collection. Care must be taken not to create glare in computer screens or introduce undesirable UV light.

Finishes

This finishes in this area present a special problem because they need to look very good for the entire life of the building.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOOR:

Carpet Tile

Acoustics

Since there will be some conversation between patrons and staff, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Quiet and private conversations should not be hindered by noise.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the desk top. Specialized task lighting may be used to assist in lighting the desk top. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations.

Security

The local history desk is the central surveillance point for all of the local history collection room. As much of this areas as possible should be visible to staff standing at this desk.

Signage

There should be one small sign located on the desk that says: "Local History Desk."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	1	10	10
Cabinets, Below Counter	6	0	0
Chair, Task	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Telephone Handset	1	0	0
Workstation, Local History Counter	1	40	40
Workstation, Local History Desk	1	80	80



Functional Activity

This is the office for the local history staff where the section's activities will be planned and analyzed. This office will also provide a space where the public can come into a private office to discuss confidential issues and volunteer's can assist. The space will serve as an office for the local history archivist.

Relationships

This space should be adjacent to the local history desk and workroom since the librarians should be able to be easily supervised from this office. Staff should be able to get to the office easily from the local history desk if problems come up with patrons. Patrons should be able to access the local history office without going behind the local history desk or into the local history workroom.

ADJACENT:

Local History Collection & Seating
Local History Desk
Local History Workroom

Flexibility

Sufficient flexibility should exist to allow the local history desk to expand into this space if required.

Fenestration

Windows that will allow department head to supervise staff in workroom and at the local history desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

1/2 Glass w/ Paint

FLOOR:

Carpet

Acoustics

Any acoustic measures dampening sound transmission into this office would allow the archivist to concentrate better and be more effective.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

While this is primarily a staff area with access controlled by a lock on the door, the office must be easily accessible by the public from the local history desk for private conversations with patrons.

Signage

A sign on the door that says: "Local History Office".



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Desk, Local History	1	60	60
File Cabinet (Vertical)	3	12	36
Printer, Ink-Jet (Color)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 84"H Steel W/ 6 Shelves	1	12	12
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

The local history staff performs the "behind the scenes" activities for the local history division in the local history workroom. The staff will do in-depth research for long term projects, create "pathfinders" and bibliographies, write columns, read reviews and select materials for acquisition, input data on the computer systems, examine local history materials, review donations and determine whether to keep or sell, and work on particularly difficult reference questions. The staff will generate reports, maintain files, records and databases.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany a staff person into this area for in-depth searches and in-depth reference interviews.

It is important that the vertical file cabinets are fireproof.*

Relationships

The local history workroom should be adjacent to the local history desk, office and collection. Staff inside the workroom should be able to keep an eye on the local history desk, but the staff in the workroom should be separate from the desk and the public should not be able to see into the workroom.

ADJACENT:

Local History Collection & Seating
Local History Desk
Local History Office

Flexibility

While it is not anticipated that this will be necessary to expand this space, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary.

Fenestration

Exterior windows are desirable, but interior windows that allow viewing of the local history desk as well as the local history collections are required. While it is important to have a view window between this area and the local history desk, so that staff here can observe the desk, it is equally important that patrons standing at the desk can not see into this space very well since it is messy and disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces.

Finishes

CEILING:
Acoustical
WALLS:
Paint and ½ glass
FLOOR:
Carpet or Carpet Tile

Acoustics

This space should be acoustically buffered from the rest of the library.

HVAC

Typical office area with separate thermostat control. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Illumination

An minimum of 30 to 40 foot candles of non-glare office lighting, with task lighting which can provide up to 50 foot candles on the counter tops. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

Staff workroom secured by a lock. Staff in the workroom should be able to view the local



history desk so that they can move to the desk quickly during peak demand periods.

Signage

"Staff Only" on door entering this room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	4	10	40
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	2	0	0
Computer, Staff Desktop	1	0	0
FAX Machine, Desktop	1	0	0
File Cabinet (Vertical)	12	12	144
Printer, Ink-Jet (Color)	1	0	0
Scanner, Flat	1	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	6	12	72
Storage Shelves	1	0	0
Workstation, Computer Stand	1	20	20
Workstation, Local History Counter	2	40	80



FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for and access to the library's non-fiction book collection for adults and teens. The non-fiction collection is central to the library's role as a reference and resource library for the community. Library patrons usually need a great deal more assistance finding books in the non-fiction collection than they do in the fiction collection and for this reason professional staff must be relatively close by to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be very close to the Reference Services section. While using the Non-Fiction Collection, library patrons will usually consult one of the library's On-Line Public Access Catalogs (OPAC) in the Reference Services section before heading for the non-fiction collection.

One of the more common scenarios is a library patron entering the library and proceeding to the OPACs, consulting the catalog and then going to the appropriate section of the Non-Fiction Collection to find one or more books. Patrons will then either sit down and look at the books and/or check the books out at the Circulation Desk. Further, the library's staff will have frequent need to access the non-fiction collection while answering reference questions as well as taking patrons to the non-fiction collection from the reference desk to help them find books on a specific subject.

In Orange, a long-standing tradition of combining Adult and Young Adult Non-Fiction will be maintained, as teens learn this way to use Adult materials and adults often appreciate access to a more simplified presentation. This is also why proximity to the Literacy Collection is important.

ADJACENT:

Reference Services

PROXIMITY:

Literacy

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		3,823
TOTAL:		3,823



Functional Activity

After locating books in the non-fiction book stacks, library patrons will frequently sit down at tables, carrels or in lounge chairs for fairly long periods of time to study the non-fiction books. This study usually takes a fairly high degree of concentration so it is best if the seating areas are quiet and removed, although they must be easily accessible to the aisles of the non-fiction collection. It is generally better to have the seating interspersed throughout or surrounding the non-fiction collection. It is not necessary or even desirable to have all of the seating together in one large "reading room."

While in the non-fiction book stacks, patrons may wish to continue to consult the library's catalog several times without having to walk all the way back to the OPAC cluster. Therefore it is important to have strategically located OPACs in the non-fiction collection, which are always relatively close to a patron regardless of where they are located in the non-fiction book stacks. These OPACs should be highly visible to patrons entering the non-fiction collection so they know they are there and they should be relatively close to patrons seated at tables and carrels so that they may refer to them as well.

There should be display shelves at the ends of the stacks.

Relationships

The non-fiction collection should be close to the On-Line Public Access Catalog and the Reference Desk. Further, the non-fiction collection should be easily accessible and in the proximity of the copy center, the reference collection, public rest rooms and the fiction collection & seating. The non-fiction collection should be far away from the noise of the children's library.

CLOSE:

On-Line Public Access Catalog (OPACs)
Reference Desk

PROXIMITY:

Copy Center (Reference)
Fiction Collection & Seating
Public Rest Rooms (Reference)
Reference Collection & Seating

AWAY:

Children's Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

The shelving should allow for a growth of 40-50% over a 20 year period.

Fenestration

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.

CEILING:

Acoustical

WALLS:

Paint



FLOOR:

Carpet or Carpet Tile

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. The architect and interior designer should endeavor to buffer most of the seating areas so that patrons can escape for some quiet reading where they will not be disturbed.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.).

Security

The Reference Desk staff will supervise this area. The bookstack and seating area should be laid out to optimize visual supervision of all areas of this space, however it is recognized that it will not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by security camera or security mirror.

Signage

One or more large directional signs that are visible not only from the On-Line Public Access Catalog and Reference Desk, but also the library entry that say: "Non-Fiction Collection."

The stack end signage should be easily revisable. Dewey signage as well as B&N type.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 55219 Non-Fiction	165	18	2,970
<u>Description of Furniture & Equipment Units</u>			
Book Bin, Depressible	1	15	15
Carrel, Reader's Wood	14	40	560
Chair, Reader's	22	0	0
Computer, OPAC (On-Line Public Access) Desktop	4	0	0
Computer, Public Desktop	4	0	0
Printer, Ink-Jet (B&W)	1	0	0
Stool, Kick-Step	10	0	0
Table, Reader's	2	100	200
Waste Basket	2	4	8
Workstation, Technology Carrel	2	35	70



FUNCTIONAL ACTIVITY

The function of this division is to provide flexible, easily accessible community meeting spaces that can be used for a variety of purposes, including library programming, civic festivities, community organization meetings, and technology training.

The Community Room will provide space to seat up to 150 people, with a portable stage and podium available for special events, and with tables and chairs available for meetings that may include notetaking or meals. This Community Room will be flexible, with the ability to be divided into two 75-person rooms upon request to accommodate more of the uses typical to community organizations. In addition to programming for adults covering various subjects, the meeting room can be used for literacy training, and staff training and development. The Community Room will also be available for both public and staff instruction in Internet searching and computer literacy skills, using portable laptop computers available for instructional purposes both in this room and in the Conference Room. A kitchenette should be provided so that meals can be served or catered.

The Conference Room will provide space to seat up to 25 people and will have audio and video teleconferencing capacity. It will be the meeting area of choice for small conferences, board meetings, and computer instruction. Twenty (20) portable laptop computers will be available (stored on a moveable cart) for easy set-up to allow instruction and participation via remote access. This arrangement provides both the ability to have a "computer instruction center" and to have a more traditional conferencing space, thanks to its flexibility.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Rooms division is the Library Entrance division. Since the public meeting room complex will frequently be open when the rest of the library proper is closed, access must be provided through the main lobby to the community and conference rooms as well as to the rest rooms, without compromising the library's security.

ADJACENT:

Library Entrance

PROXIMITY:

Public Rest Rooms

Administration

Friends Bookstore

CLOSE:

Custodial Sink & Supply Closet

DIVISION SPACE SUMMARY	Sq. Ft.
AV, Chair, & Table Storage Room	241
Community Room	2,195
Conference Room	588
Custodial Sink & Supply Closet	N/A
Kitchenette	198



	TOTAL:	3,222
--	---------------	--------------



Functional Activity

The sole purposes of this room are to store tables and chairs, and to house audio-visual equipment that will be used in the meeting room complex. Some AV equipment (sound system etc.) may even be located permanently in this room and be operated from here.

Relationships

This room must be adjacent to the community room and the meeting room and close to conference room so that equipment can be moved back and forth quickly and easily. It would probably be best if at least one door to the room opened right off of the auditorium as well as the meeting room. Access to this room should be possible from the auditorium, meeting room and conference room without disturbing on-going meetings or functions in any of the rooms.

ADJACENT:

Community Room

CLOSE:

Conference Room

Flexibility

No alternate uses are foreseen.

Finishes

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required - just enough to see to move tables and chairs and operate AV equipment.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the auditorium, meeting and conference rooms as needed.

Security

This room must be able to be locked, particularly if AV equipment is housed permanently here.

Signage

A sign on the door that says: "Storage Room".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Audio Teleconferencing System	2	0	0
AV/Technology Equipment Cart, Large	3	15	45



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinet, AV Equipment	2	15	30
Camera, Digital	1	0	0
Camera, Video	1	0	0
CD/Cassette Tape Player	3	0	0
Dolly, Chair	7	10	70
Dolly, Table	4	24	96
DVD Player	3	0	0
Laser Pointer	3	0	0
Microphone, Floor	4	0	0
Microphone, Lavalier	2	0	0
Microphone, Table	6	0	0
Projector, Data Desktop	3	0	0
Projector, Overhead	1	0	0
TV Monitor, 32"	3	0	0
Video Cassette Player/Recorder	3	0	0



Functional Activity

The Community Room will provide space to seat up to 150 people, with a portable stage and podium available for special events, and with tables and chairs available for meetings that may include notetaking or meals. This Community Room will be flexible, with the ability to be divided into two 75-person rooms upon request to accommodate more of the uses typical to community organizations. In addition to programming for adults covering various subjects, the meeting room can be used for literacy training, and staff training and development. The Community Room will also be available for both public and staff instruction in Internet searching and computer literacy skills, using portable laptop computers available for instructional purposes both in this room and in the Conference Room. A kitchenette should be provided so that meals can be served or catered.

Relationships

The auditorium must be adjacent to the lobby and the AV, chair and table storage room, and close to the public rest rooms, conference room, meeting room and kitchenette. The entrances to the auditorium should be to the back of the room so that late arrivals will not disturb a program already in progress.

ADJACENT:

AV, Chair & Table Storage Room
Public Entrance & Lobby

CLOSE:

Conference Room
Kitchenette
Public Rest Rooms

PROXIMITY:

Custodial Sink & Supply Closet

Flexibility

This space is not expected to grow or to become a different function. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. While it is desirable to be able to divide this room into more than one space to maximize its use, this is not a requirement.

Fenestration

There should be no windows in this room.

Finishes

Since this area will see many community leaders and its success will partly depend on perceived beauty, it must appeal to a broad range of people as a high-quality space. The floor finishes must be of high durability, slip-resistant and as maintenance free as possible. Wall finishes should be attractive, durable and easy to clean.

The auditorium should have comfortable seating since audiences will be seated for long periods of time. Acoustical ceilings should enhance any performance or speakers.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Access

Must be handicapped accessible and meet ADA standards.

Acoustics

Consideration should be given to enhancing performances, both instrumental and vocal,



while keeping sound inside and away from rest of the building. A sound system should be built into the room that can be controlled both at the stage and from another location.

The auditorium requires a theatrical sound system as well as excellent acoustics to best play the stage.

HVAC

The HVAC system for this room will be part of the overall system which will serve the public meeting room complex. This complex will be open and operational when other parts of the library proper are not and should be able to be operated independently to save energy costs. Within minutes, the auditorium's HVAC system must be able to go from accommodating 250 active children & parents to a group of twenty five who couldn't get another room. This area will face significant and quick changes in body-heat. Care must be taken to equalize temperatures in this area. Thermostats for the room should be key lock controlled.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at each entrance, and at each potential stage location. The auditorium's general area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls. There should be some modest dimmable spot lighting that will allow flexible highlighting of the different stage areas for speakers and/or performances.

Lighting should be installed according to performance standards.

Telecommunications

The library staff and a electrical engineer should review these requirements during the conceptual design phase.

Audio - Visual

All AV outlets must be able to be controlled from all potential stage areas. There should be adequate outlets to support a sophisticated sound projection and PA system for this room. There also needs to be an outlet for the ceiling mounted AV projection unit. Cable TV and satellite-dish outlets should be provided at each of the stage locations as well as at strategic locations around the auditorium for multiple display monitors to allow for CATV production, video teleconferencing capabilities as well as distance-learning classes. There should be a public address system that is independent of the library's general PA system as well as speakers that are tied into the general library PA system. A retractable ceiling mounted AV screen should be able to be controlled from the stage area.

The library staff and an electrical engineer should review these requirements during the conceptual design phase.

Security

This area will have assigned staff who are charged with its set-up and supervision. Their tasks will not allow constant monitoring, so the auditorium will be locked and access controlled by staff.

The auditorium should be accessible from outside the library so that events may be held after hours. Public restrooms should be located by the auditorium and be locked off from the public part of the library.

Signage

Signs that say: "Community Room" on all doors.

Electrical

The library staff and an electrical engineer should review these requirements during the conceptual design phase.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Audio Amplifier	1	0	0
Audio Cassette Tape Player/Recorder	1	0	0
Audio Pre-Amplifier	1	0	0
Audio Receiver	1	0	0
Cabinet, AV Equipment	1	15	15
Cabinet, AV Media Storage	1	25	25
CD/Cassette Tape Player	1	0	0
Chair, Meeting Room Stacking	150	10	1,500
Clock	1	0	0
Coat & Hat Rack	4	20	80
DVD Player	1	0	0
Easel	4	30	120
Flag Stands	2	20	40
Flip Chart W/ Stand	2	30	60
Lectern (w/ Space For A Portable Computer)	2	60	120
PA System	1	0	0
Projection Screen, Motorized Ceiling	2	0	0
Projector, Ceiling Mounted AV	2	0	0
Projector, Data Desktop	1	0	0
Projector, Slide	1	0	0
Rack, AV Equipment	1	10	10
Surge Protector, Multiple Devices	2	0	0
Table	4	50	200
TV Monitor, 60" Large Screen	1	25	25
Video Cassette Player/Recorder	1	0	0



Functional Activity

The conference room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. While available for meetings of a general nature, the room will have AV and electronic capabilities as well. This room will also have video conferencing capability.

Relationships

The conference room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to restrooms, the kitchenette, and the AV, Chair & Table Storage Room. The community room should also be close by.

ADJACENT:

Public Entrance & Lobby

CLOSE:

AV, Chair & Table Storage Room
Community Room
Kitchenette

PROXIMITY:

Custodial Sink & Supply Closet
Public Rest Rooms

Flexibility

It is not anticipated that this room will be expanded or changed.

Fenestration

Windows would enhance the room, but they must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV presentations.

Finishes

The floor finishes must be of high durability, slip-resistant and as maintenance free as possible. Walls finishes should be attractive, durable and easy to clean since there will be a lot of public use and abuse.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind tackable wall board & picture hanging system.

FLOOR:

Carpet or Carpet

Access

Must be handicapped accessible and meet ADA standards.

Acoustics

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa.

Special consideration to finishes and design will be needed to ensure top quality video conferencing and should be reviewed by a specialist.

HVAC

The HVAC system for this room will be part of the overall system that will serve the public meeting room complex. This complex will be open and operational when other parts of the library proper are not and should be able to be operated independently to save energy costs. Thermostats must be individually controllable with a key lock system.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. General room lighting is acceptable, but there should be some lighting that is dimmable for AV presentations.
Special consideration to lighting, fixture selection and design will be needed to ensure top quality video conferencing and should be reviewed by a specialist.

Telecommunications

The library staff and a electrical engineer should review these requirements during the conceptual design phase. The conference table will need to allow laptop computers access to power and data outlets.

Audio - Visual

All AV outlets must be able to be controlled from both the front as well as the back of the room. There should be adequate outlets to support a sound projection system.
CATV/Satellite-dish outlets at the front of the room would provide for video teleconferencing capabilities as well as distance-learning classes.
The library staff and an electrical engineer should review these requirements during the conceptual design phase.

Security

This area will have assigned staff who are charged with its supervision. Their tasks will not allow constant monitoring, so the conference room will be locked and access controlled by staff.
The conference room should be within the public area of the library and be available during library hours as well as after library hours.

Signage

One sign on the door that says: "Conference Room".

Electrical

The library staff and a electrical engineer should review these requirements during the conceptual design phase.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	1	15	15
Chair, Conference Room	10	0	0
Chair, Conference Room	12	12	144
Chair, Technology Workstation Task	1	0	0
Clock	1	0	0
Coat & Hat Rack	1	20	20
Computer, Public Desktop	1	0	0
Computer, Public Portable	20	0	0
Credenza	1	30	30
Flip Chart W/ Stand	1	30	30
Presentation Center	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Surge Protector, Multiple Devices	1	0	0
Table, Conference	1	260	260
Telephone Handset	1	0	0
TV Monitor, 50" Large Screen	1	20	20



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Video Conferencing System	1	25	25
Waste Basket	1	4	4
White Board	1	0	0
Workstation, Technology Office System	1	40	40



Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes.

Relationships

The closet can be located anywhere in the public meeting rooms division as long as it is convenient for custodians to utilize when cleaning the community and conference rooms and public rest rooms.

PROXIMITY:

Community Room
Conference Room
Public Rest Rooms

Flexibility

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built on to the building, and then additional closets would be needed.

Fenestration

Windows are not desired.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock.

FLOOR:

Sealed Concrete with a floor drain

HVAC

Ventilation is crucial in the efforts to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building or separate exhaust system to keep fumes from entering the building's return air duct system.

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Security

Automatic door-closing mechanism on heavy door which cannot be opened without a key.

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

Electrical

2 Fourplex Receptacles - Wall Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart	1	0	0
Ladder, Step	1	0	0
Mop Bucket	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, Industrial	1	0	0
Sink, Mop	1	0	0



Functional Activity

As part of the public meeting room complex, a kitchenette will provide a space to prepare refreshments for community group meetings, receptions as well as training sessions.

Relationships

Refreshments should be able to be served from the kitchenette directly to the meeting room or directly to the lobby via a service window. The kitchenette should also be close to the community and conference room for easy access.

ADJACENT:

Community Room
Public Entrance & Lobby

CLOSE:

Conference Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not desired.

Finishes

The finishes for this space should be light in color and easy to clean up after spills.

CEILING:

Acoustical

WALLS:

Vinyl wall covering

FLOOR:

Tile

HVAC

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering the meeting room and other parts of the library building.

Illumination

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

Security

The door(s) to the kitchenette should be locked and access controlled by staff.

Signage

A sign on the door that says: "Kitchenette".

Electrical

- 4 Duplex Receptacles - Wall Mounted
- 2 Fourplex Receptacles - Above Counter Mounted

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter	12	0	0
Cabinets, Below Counter	12	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Coffee Maker/Urn	4	0	0
Coffee Thermos	8	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	4	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Recycle Bin	1	15	15
Refrigerator	1	20	20
Sink	1	18	18
Soap Dispenser	1	0	0
Stove Top & Oven, Electric	1	15	15
Trash Compactor	1	10	10
Workstation, Food Preparation Counter	1	40	40
Workstation, Food Service Counter	1	65	65



FUNCTIONAL ACTIVITY

The primary function of this section is to provide the public with access to professional reference librarians, reference books, indexes, the Internet and various other electronic databases. This area is the research center of the library and houses the reference book collection along with various indexes, a central cluster of On-Line Public Access Catalogs (OPACs), as well as OPACs scattered throughout the stacks, and technology workstations with Internet access. The reference staff will assist the public with their information searching both in electronic and paper form.

SPATIAL RELATIONSHIPS

Patrons who are searching for answers to their informational questions will often enter the library and proceed directly to the Reference Services division. These individuals will most often be headed first to the OPACs, then the reference desk and finally the reference collection. Because of this, patrons should have to pass by the OPACs before they arrive at the reference desk. It is highly desirable to have the reference desk and OPACs visible from just inside the entrance to the library proper and at the end of the main circulation traffic pattern into the library. Once consulting the OPACs and the reference staff, these patrons may subsequently visit the reference collection as well as the technology workstations while searching for answers to their questions.

The Non-Fiction Collection has a strong spatial relationship with the Reference Services section. These two divisions must be very close for the library to function effectively. While there is a reader's advisory relationship between the fiction collection and reference services, it is not as strong as the relationship between the non-fiction collection and reference. The Reference Services division should also be close to the local history collection so that reference staff can assist patrons who need to access this collection.

The reference section should be as far away from the children's library as possible because noise generated from the children's library will disturb the concentration of patrons.

CLOSE:

Non-Fiction Collection
Local History Collection

PROXIMITY:

Audio-Visual Library
Fiction Collection
Periodicals Collection
Young Adult Services

AWAY:

Children's Library



<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
Copy Center		210
Custodial Sink & Supply Closet		N/A
On-Line Public Access Catalog (OPAC)		210
Public Rest Rooms		N/A
Reference Collection & Seating		1,314
Reference Desk		246
Reference Workroom		920
Senior Librarian's Office		143
Study/Tutoring Room C,D, and E		215
TOTAL:		3,258



Functional Activity

The copy center will provide a separate room where library patrons can make quick photocopies of library materials as well as materials of their own. The room will also provide preparation space for larger copy jobs by both the staff and public. This room will provide display and storage space for tax forms. When the space is laid out, servicing of the photocopy machines must be considered. This must be able to be accomplished for one machine without impeding the use of the other machines in the room. There must be a logical way for patrons to queue up for the use of the copy machines either inside or just outside the room when use levels are high.

Relationships

The reference copy center should be close to the reference desk as well as the reference collection. Occupants of the copy center should be able to be easily seen and easily reached by the staff at the reference desk since they will be required to provide assistance with paper jams etc.

CLOSE:

Reference Collection & Seating
Reference Desk

PROXIMITY:

Local History Collection & Seating
Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the circulation desk to expand into this space if required in the future.

Fenestration

Windows that allow the library's staff to supervise the room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. During tax season, this room will receive very heavy use. It will be the only stop for many patrons, and as such deserves careful attention to layout, clean appearance, and extremely durable materials. The finishes will see heavy use but must maintain a professional appearance for many years.

CEILING:

Acoustical

WALLS:

1/2 Glass w/ Vinyl, Sisal or Fabric w/ acoustical panels behind
for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

This is a very noisy place because of all of the traffic in and out, the copy machines and conversations between patrons and staff. In addition to acoustical treatment of floors and ceilings, additional acoustical panels in the walls to help absorb noise should be considered.

HVAC

Depending on distance to outside doors and how open to air-flow, this area may need quick-recovery capabilities. There will be times when the heat build up is significant from the added load of numerous people and the operation of the copy machines.

Illumination

Standard non-glare office lighting with an average of 30 to 40 foot candles and preferably 50 foot candles on work surfaces (counter tops).



Security

The staff at the reference desk supervises this room. This means that the room should virtually be a "glass box".

Signage

One large sign that says: "Copy Center." The sign's) must be visible from the reference desk as well as the reference collection, if possible.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	1	10	10
Bulletin Board	1	0	0
Cabinets, Below Counter	10	0	0
Change Machine (Bill & Coin)	1	15	15
Copier, B&W Freestanding	1	50	50
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop Coin-Operated	1	0	0
Rack, Literature Display Handout	2	0	0
Recycle Bin	1	15	15
Workstation, Preparation Counter	1	70	70



Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes.

Relationships

The closet can be located anywhere in the reference services division as long as it is convenient for custodians to utilize when cleaning the area.

Flexibility

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built on to the building, and then additional closets would be needed.

Fenestration

Windows are not desired.

Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock

FLOOR:

Sealed Concrete with a floor drain

HVAC

Ventilation is crucial in the efforts to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building or separate exhaust system to keep fumes from entering the buildings return air duct system.

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Security

Automatic door-closing mechanism on heavy door which cannot be opened without a key.

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cleaning Cart	1	0	0
Ladder, Step	1	0	0
Mop Bucket	1	0	0
Shelving, Industrial	1	0	0
Sink, Mop	1	0	0



Functional Activity

Patrons will enter the On-Line Public Access Catalog (OPAC) area from many points in the library, but will often come from the main entrance of the library. The OPAC cluster is a bank of multi-media computers that access the library's on-line public access catalog as well as other databases and indexes. Patrons should not be encouraged to stay at these OPACs for long periods of time since they will receive a high volume of use. In order to discourage long searches at these OPACs, most of the stations will be stand-up only. There should be space on the carrels to set down purses or books. Provide one OPAC for the visually impaired.

Relationships

The OPAC cluster must be adjacent to the reference desk so that the reference staff can assist patrons when they are having difficulties using the OPACs and so that patrons can easily reach reference librarians when they have questions. The OPAC cluster must be close to the non-fiction and reference collections since many patrons will proceed on from the OPAC cluster to these collections after finding a citation in the catalog. There is a similar relationship with the fiction collection, but it occurs less often since fiction books are shelving alphabetically by author and easy to find.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

PROXIMITY:

Local History Collection

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the same space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not required, and may not be desirable given the number of computer screens in this area because of potential screen glare problems. If natural light is introduced, it must be indirect ambient light, or computer screens will have to be very carefully positioned. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be of very high durability, attractive and as maintenance free as possible since they will receive very heavy traffic. Wall finishes should be attractive and durable, since many people will be passing through this space.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering

FLOOR:

Carpet Tile

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and librarians while using the OPACs. Each station as well as the building itself should be designed to acoustically absorb sound and not allow it to spread to other areas of the library.



HVAC

The HVAC system must be capable of addressing the heat build up in this area because of the large number of people here at any given time as well as the heat generated by the equipment.

Illumination

On average, there should be a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) on the counter tops. Light must also be non-glare because of the very high number of computer screens in the space.

Security

This area will be supervised by Reference Desk staff as well as patrons themselves since there will be such a high volume of foot traffic.

Signage

A large area sign that is viewable from all four directions that says: "Library Catalog". The signage for all of the nearby collections (non-fiction, reference and current periodicals) should be visible to patrons standing at the OPACs. A good location for a library directory is at the OPAC cluster and highly visible when a patron finishes a search on an OPAC.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Computer, OPAC (On-Line Public Access) Desktop	4	0	0
Computer, Public Desktop	4	0	0
Printer, Ink-Jet (B&W)	2	0	0
Workstation, Technology Carrel	6	35	210



Functional Activity

These facilities will be the public rest rooms for the areas around reference and the non-fiction collection. There should be one main bank of rest rooms that are easy for the public to find.

Relationships

The reference services public rest rooms must be in the proximity of the computer lab and training room, the conference room, the study/tutoring rooms, the reference desk as well as the non-fiction and reference collections.

PROXIMITY:

- Computer Lab/Training Room
- Conference Room
- Non-Fiction Collection & Seating
- Reference Collection & Seating
- Reference Desk
- Study/Tutoring Rooms

Flexibility

Rather than expand the restrooms, additional restrooms would be added. This space requires minimal or no flexibility unless ADA accommodation requirements are expected to change.

Fenestration

No windows are necessary or desired.

Finishes

As this area will be abused on a constant basis, it must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed Ceramic Tile with dark grout.

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

- Sinks: Self-activated
- Commodes: Self-activated, wall hung

Acoustics

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area (the whole library does not want to hear).

Illumination

Bright lights to give rest room the appearance of being clean and safe.

Security

The staff at the reference desk will supervise the rest rooms and should be able to see the entrance to the rest rooms. All rest rooms will have locks on them, so they can be locked at night by staff before closing the building, however, anyone inadvertently left inside should be able to exit the rest room.

Signage

Standard exterior signs identifying "Men's" and "Women's". No interior signs except those required by ADA.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<hr/>			
<u>Description of Furniture & Equipment Units</u>			
Commode	5	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	4	0	0
Soap Dispenser	4	0	0
Stall	5	0	0
Urinal	2	0	0



Functional Activity

The function of this space is to house the library's reference books as well as provide seating for patrons who wish to consult the reference collection for any length of time. Reference books include directories, encyclopedias, almanacs, government documents and other research oriented documents. While much of this collection is currently in paper form, as time progresses the reference collection will most quickly be converted to electronic format since it is easier to search and keep up-to-date. Over time, many of the book stacks may be reduced and be replaced with multi-media computer workstations. Provide dedicated re-shelving areas at the ends of the book stacks.

Relationships

The reference collection and seating must be adjacent to the reference desk and close to the on-line public access catalog (OPAC) as well as the copy center. The reference collection should be near the copy center so that it is convenient for patrons to photocopy reference materials. While the reference collection is an extension of the non-fiction collection, there should be a clear division between the two collections so that there is no confusion between the two by library patrons.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection and Seating
Copy Center (Reference)
On-Line Public Access Catalog (OPAC)

AWAY:

Children's Entrance

Flexibility

This area probably will not expand, but may be converted into more electronic workstations in the future. To that end, flexibility should be a goal.

Fenestration

Natural light and particularly a view near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Acoustics

This will be a relatively quiet area since many people will be here to do serious research and study. The furniture as well as the building itself should be acoustically designed to keep sound generated for other parts of the library from disturbing patrons in this area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light



(with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.).

Security

Reference desk staff will supervise this area and should be able to see down book stack aisles if possible.

Signage

One large area sign that is visible from the OPAC cluster and the Reference Desk that says: "Reference Collection." Stack end signage should be attractive, readable and easily updated.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves	31	20	620
5562 Reference			
<u>Description of Furniture & Equipment Units</u>			
Atlas Case	1	25	25
Chair, Reader's	12	0	0
Chair, Technology Workstation	4	0	0
Computer, OPAC (On-Line Public Access) Desktop	4	0	0
Dictionary Stand	1	10	10
File Cabinet (Vertical)	2	12	24
Map Case	1	35	35
Printer, Ink-Jet (B&W)	1	0	0
Table, Index	1	100	100
Table, Reader's	3	100	300
Waste Basket	10	4	40
Workstation, Technology Carrel	4	40	160



Functional Activity

Patrons walk up to the reference desk and ask reference librarians questions about how to find information in the library. This space should be less of an imposing "desk" and more of a user friendly interface that will encourage contact between the library's staff and patrons. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable. The workspace should facilitate the exchange of questions since staff are expected to frequently be out on the floor working with patrons at the OPACs, in the reference collection and in the non-fiction collection.

Relationships

The reference desk is the hub of the reference division and therefore should be the predominant feature in this division. It must be adjacent to the OPAC cluster, the reference workroom, the reference office and the reference collection. The reference desk should be close to the non-fiction collection, the local history collection, the copy center and the study/tutoring rooms.

ADJACENT:

- On-Line Public Access Catalog (OPAC)
- Reference Collection & Seating
- Reference Office
- Reference Workroom

CLOSE:

- Copy Center
- Local History Collection & Seating
- Non-Fiction Collection & Seating
- Study/Tutoring Room

PROXIMITY:

- Public Rest Rooms (Reference)

AWAY:

- Children's Entrance

Flexibility

It is not likely that this area will be anything other than a service desk in the future, but it may need to be expanded. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space.

Finishes

This finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The library wishes to project a business like image of delivering quality service. The floor should be a high quality carpet square that can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. Walls here need corner guards.

CEILING:

- Acoustical

WALLS:

- Vinyl, Sisal or Fabric wall covering

FLOOR:

Acoustics

Since there will be considerable conversation between patrons and staff, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Quiet and private conversations should not be hindered by noise.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the desk top. Specialized task lighting may be used to assist in lighting the desk top. The reference desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day.

Security

The reference desk is the central surveillance point for all of the reference, and non-fiction collections as well as potentially the local history collection. As much of these areas as possible should be visible to staff standing at this desk. The staff should be able to control entry into the quiet study rooms and the local history room electronically from this location.

Signage

There should be one large, lighted sign centrally located over the reference desk that says: "Reference Desk." It should be highly visible immediately upon entering the library as well as most all other parts of the library.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	2	10	20
Chair, Task	2	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	2	0	0
Printer, Ink-Jet (Color)	1	0	0
Queuing Space (Per Person)	6	6	36
Rack, Literature Display Handout	2	0	0
Telephone Handset	2	0	0
Workstation, Reference Desk	2	80	160



Functional Activity

The reference staff will be centered here to perform the "behind the scenes" activities for the reference section. The reference staff will do in-depth research for long term projects, create "pathfinders" and bibliographies, write columns, read reviews and select materials for acquisition, input data on the computer systems, examine new reference and non-fiction materials, review donations and determine whether to keep or sell, and work on particularly difficult reference questions. The staff will also generate reports, maintain files, records and databases.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany a reference staff person into this area for in-depth searches and in-depth reference interviews.

Relationships

The reference workroom should be adjacent to the reference desk and office. Reference staff in side the workroom should be able to keep an eye on the reference desk, but the staff in the workroom should be separate from the desk and the public should not be able to see into the workroom.

ADJACENT:

Reference Desk
Senior Librarian's Office

CLOSE:

Reference Collection & Seating

Fenestration

Exterior windows are desirable, but interior windows which allow viewing of the reference desk as well as the non-fiction, reference and periodicals collections are required. While it is important to have a view window between this area and the reference desk, so that staff here can observe the desk, it is equally important that patrons standing at the desk can not see into this space very well since it is messy and disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces.

Finishes**CEILING:**

Acoustical

WALLS:

Paint and ½ glass

FLOOR:

Carpet or Carpet Tile

Acoustics

Since this space will be a work area next to a fairly noisy service area, it should be acoustically buffered from the rest of the library.

HVAC

Typical office area with separate thermostat control. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Illumination

An minimum of 30 to 40 foot candles of non-glare office lighting, with task lighting which can provide up to 50 foot candles on the counter tops. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

Staff workroom secured by a lock. Staff in the work room should be able to view the reference desk so that they can move to the desk quickly during peak demand periods.



Signage

"Staff Only" on door entering this room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck	6	10	60
Bulletin Board	3	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	10	0	0
Computer, Staff Desktop	10	0	0
FAX Machine, Desktop	1	0	0
File Cabinet (Lateral)	3	20	60
Photocopier, High Speed	1	0	0
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Scanner, Flat	1	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	8	12	96
Sink	1	18	18
Storage Cabinet	1	18	18
Supply Cabinet	1	18	18
Telephone Handset	5	0	0
White Board	6	0	0
Workstation, Reference Counter	5	40	200
Workstation, Reference Office System	5	90	450



Functional Activity

This is the office for the reference staff where the department's activities will be planned and analyzed. This office will also provide a confidential space where staff evaluations can be performed and where the public can come into a private office to discuss confidential issues. The space will serve as an office for the department head.

Relationships

This space should be adjacent to the reference desk and workroom since the reference librarians should be able to be easily supervised from this office. The reference office should also be close to the conference room. Staff should be able to get to the office easily from the reference desk if problems come up with patrons. Patrons should be able to access the Senior Librarian's Office without going behind the reference desk or into the reference workroom.

ADJACENT:

Reference Desk
Reference Workroom

Fenestration

Windows that will allow department head to supervise staff in workroom and at the local history desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

1/2 Glass w/ Paint

FLOOR:

Carpet

Acoustics

Any acoustic measures dampening sound transmission into this office would allow the department head to concentrate better and be more effective.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

While this is primarily a staff area with access controlled by a lock on the door, the office must be easily accessible by the public from the reference desk for private conversations with patrons.

Signage

A sign on the door that says: "Senior Librarian's Office"



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Department Head's	1	60	60
File Cabinet (Vertical)	1	12	12
Paper Shredder	1	0	0
Printer, Laser (B&W)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	1	12	12
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

This space will serve as a location where patrons can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study / tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Relationships

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

CLOSE:

Reference Desk

Flexibility

The design of these rooms should have moveable partitions between them for maximum flexibility. This will allow for small groups, one small group and one medium group, or one large group. These rooms should have an automated reservation system.

Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible in order to resist vandalism and defacement. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean.

CEILING:

Acoustical

WALLS:

Glass and Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

The purpose of these rooms is to keep noise from entering or exiting the study area, therefore standard acoustical dampening strategies are required.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

The study rooms must be able to be easily supervised by the staff at the reference desk. Entry to the rooms may be controlled by remote electronic switch at the reference desk, should the library decide to activate this feature.

Signage

"Quiet Study Room," on each door.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	6	0	0
Chair, Reader's	4	0	0
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
White Board	6	0	0
Workstation, Literacy Tutoring Counter	3	55	165
Workstation, Technology Counter	1	50	50



FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for, and access to, the library's special collections: the Spanish language collection, Asian language collection, and Large print collection. These collections are unique and patrons often are searching for a specific title among a specific collection.

SPATIAL RELATIONSHIPS

The only relationship for this division is that it should be close to the Reference desk and an extension of the Fiction collections.

CLOSE:

Reference Desk

PROXIMITY:

Fiction Collection & Seating
New Book Display

<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
Special Collections & Seating		486
TOTAL:		486



Functional Activity

Patrons will usually enter this space and look up specific authors they are interested in, and then often look for a nearby place to sit down to read the book cover or the first few pages of the book to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to look up the library's holdings by author or title while browsing in the special collections.

Seating in this area should allow for table study, as well as a few comfortable lounge chairs allowing for a quiet reading area. Shelving should allow for book displays at stack ends and face out shelving.

Relationships

The genre books should be placed between the regular fiction collection and the new book display in browsing division. This collection is a high use collection and will be accessed quickly after entering the library by those devoted to their specific genre.

The Special Collections, to include the Spanish Language Collection, Large Print Collection, Asian Languages Collection, and the Literacy Collection should be directly adjacent to the fiction collection.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight and they should be relatively easy to find.

ADJACENT:

- Fiction Collection & Seating
- Non-Fiction Collection & Seating
- New Book Display

CLOSE:

- Reference Desk
- OPACs

PROXIMITY:

- Audio-Visual Collection & Seating
- Circulation Desk
- Public Entrance & Lobby
- Public Restrooms

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise. There should be sufficient shelving to allow for a 40-50% increase in the size of the collection over a 20 year period.

Fenestration

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible.

Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic. There should be wall space for posters, and hanging literature displays for reading lists.

CEILING:

- Acoustical

WALLS:

Paint
FLOOR:
Carpet or Carpet Tile

Acoustics

The architect and interior designer should endeavor to buffer some of the seating in this area so that patrons can escape for some quiet reading where they will not be disturbed.

HVAC

Controllable.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Make certain that the lighting is even in the book stack from one end of a range to the other as well as from the top of the book stack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy.

Genre books should in most cases be housed in single-faced wall units and should be "highlighted" to attract patrons to the various collections. This highlighting should not be done by using "spot lights" and should not create glare on the books or the surface of nearby reader's tables.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Security

The special collections will be supervised from the reference desk. The book stack and seating area should be laid out to optimize visual supervision of all of this space, however it is recognized that it may not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by a security camera or security mirror.

Signage

Large directional sign which says: "Special Collections" visible from the entry and smaller specific collection signs which say: "Large Print", "Spanish Collection", and "Asian Collection".

The signage on the end of the stacks should be easily revisable.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 5992 Large Print	18	18	324
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 2150 Spanish Language	7	18	126
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 982 Asian Languages	2	18	36

Description of Furniture & Equipment Units



FUNCTIONAL ACTIVITY

The primary function of the staff services division is to provide support for the entire staff of the library. Providing service to the public day in and day out can be extremely stressful, and the library staff will need a respite. This division provides a staff lounge with a kitchenette, a staff sick bay and staff rest rooms and a separate staff entrance.

SPATIAL RELATIONSHIPS

The staff services division should be removed from the public areas of the library. It is a prime candidate for location in the "back of house" areas of the library. This division should be in the general proximity of the administration or at least easily accessible from there. It must also be accessible to all staff areas of the library, but not easily accessible to the public.

PROXIMITY:

Administration
Technical Services

DIVISION SPACE SUMMARY		Sq. Ft.
Kitchenette		153
Staff Entrance & Lobby		N/A
Staff Lounge		540
Staff Rest Rooms		N/A
TOTAL:		693



Functional Activity

As part of the staff services, a kitchenette will provide a space to prepare meals and refreshments for the staff during lunch, breaks and dinners.

Relationships

Refreshments should be able to be served from the kitchenette directly to the staff lounge. The kitchenette should also be close to the custodial sink and supply closet as well for quick clean up of spills.

ADJACENT:

Staff Lounge

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required but are desirable.

Finishes

The finishes for this space should be light in color and easy to clean up after spills.

CEILING:

Acoustical

WALLS:

Vinyl wall covering

FLOOR:

Tile

HVAC

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering other parts of the library building.

Illumination

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

Security

Only staff should be able to access this room.

Signage

A sign on the door that says: "Staff Kitchenette".

Electrical

Standard above counter wall mounted outlets. Millwork coordinated outlet for microwave.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter	8	0	0
Cabinets, Below Counter	8	0	0
Coffee Maker/Urns	2	0	0
Cutting Board, Kitchen	1	0	0
First Aid Kit	1	0	0
Garbage Bin, Interior	1	15	15



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Recycle Bin	2	15	30
Refrigerator	1	20	20
Sink	1	18	18
Soap Dispenser	1	0	0
Soup Kettle	1	0	0
Stove Top & Oven, Electric	1	15	15
Water Purifier, Under Counter	1	0	0
Workstation, Food Preparation Counter	1	55	55



Functional Activity

This is a separate "staff" only entrance to the library that is convenient from staff parking.

Relationships

The staff entrance must be close to the staff lounge.

CLOSE:

Staff Lounge
Staff Restrooms

PROXIMITY:

Technical Services Workroom

Flexibility

There will always need to be a separate staff entrance.

Fenestration

There should be a very small view window in the door that is not a security risk so that staff can look outside prior to leaving.

Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not see the heavy use & abuse of the public areas.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile, or Ceramic Tile

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. It should be removed from any public areas.

Illumination

For security, very strong exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area.

Security

The public should not be able to get to this exit from inside the building in order to make an unauthorized exit.

Signage

Sign on door that says: "Staff Entrance - Staff Only".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	2	0	0
In & Out Board	1	0	0



Functional Activity

This room is for the staff to relax and consume refreshments and meals during breaks, lunch and dinner periods. This area should truly be a lounge, in that it should be comfortable, quiet and relaxing.

Relationships

The staff lounge should be adjacent to the staff rest rooms, however the rest rooms should not open into the staff lounge. The staff lounge should be in the proximity of the staff entrance.

ADJACENT:

Kitchenette
Staff Rest Rooms

PROXIMITY:

Staff Entrance
Technical Services Workroom

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Windows to the outside are required, and a pleasant view highly desirable.

Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not see the heavy use & abuse of the public areas.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile, w/ Vinyl in front of the kitchenette

Acoustics

The staff lounge can become somewhat of a noisy area during meal times, but it's not usually a major noise generator. However, good acoustical control is important in order to keep the noise from spilling over into public areas and vice versa.

HVAC

The system should provide exceptional ventilation and air filtration for this room as well as a mechanical vent over the kitchenette unit to keep the smell of cooking food from spreading throughout the library building.

Illumination

The light level should average 30 to 40 foot candles minimum with at table tops. Lighting should be softer and warmer than in areas where reading is the primary activity. Some lights should be dimmable.

Audio - Visual

1 Cable Outlet

Security

This is a staff area and the public should not be allowed to access this area.

Signage

A sign on the door that says: "Staff Lounge - Staff Only".



Electrical

Standard outlets wall mounted. Outlets for Candy and Soda pop machines.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bottled Water Dispenser	1	8	8
Bulletin Board	2	0	0
Candy/Snack Machine (117v, 3 Amp)	1	0	0
Chair, Café	12	0	0
Chair, Staff Lounge	4	35	140
Clock, Wall	1	0	0
Cold Beverage Machine (115v, 15 Amp)	1	0	0
Headphones	1	0	0
Lamp, Floor	2	6	12
Locker	20	5	100
Mirror	1	0	0
Paper Cup Dispenser	1	0	0
Rack, Literature Display Handout	1	0	0
Recycle Bin	1	15	15
Sofa (3 Seat)	1	70	70
Table, Café	3	65	195
Telephone Handset	1	0	0
TV/VCR Player	1	0	0
White Board	1	0	0



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for both men and women.

Relationships

The staff rest rooms should be adjacent to the staff lounge, however the rest rooms should not open into the lounge. The staff rest rooms should also be close to the staff kitchenette and the custodial sink and supply closet. These rest rooms should not be accessible to the public.

ADJACENT:

Staff Lounge
Staff Entrance & Lobby

PROXIMITY:

Reference Services (Desk, Workroom and Office)
Circulation Desk
Children's Services (Desk, Workroom and Office)

Flexibility

This space requires minimal or no flexibility unless accommodation requirements change.

Fenestration

No windows are desired.

Finishes

While this area will not typically be abused, finishes still must be of high durability, slip resistant and as maintenance free as possible.

CEILING:

Water resistant gypsum board and latex paint

WALLS:

Glazed Ceramic Tile

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

Illumination

Warm lighting with bright lighting for mirrors.

Security

Restrooms will be self-supervised by staff.

Signage

Standard exterior signs identifying "Men's" and "Women's". No interior signs except those required by ADA.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	3	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Mirror	2	0	0
Recessed Paper Towel Dispenser/Refuse	2	0	0
Shower Hooks	4	0	0
Shower/Change Stall - Single	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Stall	3	0	0
Urinal	1	0	0



FUNCTIONAL ACTIVITY

The primary function of this section is to provide workspace and offices for the technical and computer services necessary to implement the library's service program. This section is where the library books and materials that have been purchased are processed before going to the public bookstacks. There will also be a computer room here that will be an auxiliary control point for some of the library's data processing and telecommunications capabilities. The majority of such services are housed within an I.T. office at City Hall.

SPATIAL RELATIONSHIPS

In a building this size, the technical services are best located in the "back of the house" or on a secondary floor, but close to elevators and stairs leading to the shipping and receiving and loading dock areas. A direct freight elevator connection between the two is ideal. The technical services division should also be located in proximity of the staff lounge and entrance.

There are two distinct "clusters" of workspaces in this division. The first is the traditional "technical services" for the library that include acquisitions, cataloging, processing, mending and storage of books and materials. The second is the computer systems space which includes the computer systems workroom, the computer telecommunications room, and the computer repair and storage space.

PROXIMITY:

General Building Services
Staff Services

DIVISION SPACE SUMMARY		Sq. Ft.
Computer Storage/Supply Room		240
Computer Systems Workroom		438
Computer/Telecommunications Room		336
Information System's Coordinator's Office		187
Senior Librarian's Office		143
Technical Services Workroom		1,154
TOTAL:		2,498



Functional Activity

The area provides temporary storage for supplies and equipment used by staff in the technical services workroom, and to a lesser extent staff in the computer systems workroom. It may also be used as a location for computer repairs.

Relationships

This area must be adjacent to the technical services workroom since technical services staff will be access the room frequently.

ADJACENT:

Technical Services Workroom
Shipping & Receiving
Computer Systems Workroom

CLOSE:

Exterior Trash
Information System's Coordinator's Office
Staff Restrooms

PROXIMITY:

Circulation Services

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

This room should have no windows.

Finishes

Minimal finishes as this is not a public area and will only be accessed by staff.

CEILING:

Exposed structure

WALLS:

Concrete or glazed and textured CMU, or unpainted sheet rock

FLOOR:

Sealed Concrete

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Security

This is a high-security area. Only a few authorized staff should have access to the room. Access to the room is controlled by a changeable numerical code sequence system. Provide a security alarm if an unauthorized entry is attempted. This room will need a specialized fire protection system to protect the equipment from water damage as well as a smoke detector. Provide a deadbolt lock with limited access for TS staff.

Signage

A sign on the door that says: "Storage - Staff Only."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Hand Truck	2	0	0
Shelving, Industrial	10	15	150
Supply Cabinet	5	18	90



Functional Activity

This workspace is for systems analysis, software testing, program configurations, LAN administration etc.. It also provides an office/work space for Technology Staff.

Relationships

These workstations must be adjacent to the computer room for easy access to technical manuals and system consoles as well as in the proximity of the computer repair and storage.

ADJACENT:

Computer/Telecommunications Room
Computer Storage/Supply

CLOSE:

Information Systems Coordinator's Office
Shipping & Receiving

PROXIMITY:

Staff Restrooms
Staff Lounge

Flexibility

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow the rearrangement and remodeling of this space in the future.

Fenestration

Windows are desired as long as they don't create glare in computer screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but may see wear and tear from fairly constant human and cart traffic.

CEILING:

Gyp. Board - no acoustical (for security reasons)

WALLS:

Security should be considered when selecting wall material

FLOOR:

Carpet or Carpet Tile - Low static

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Security

This area is a staff area and access is controlled by lock on the door.

Signage

Sign on a door that says: "Computer Systems Workroom".



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
File Cabinet (Lateral)	4	20	80
Paper Shredder	1	0	0
Printer, Laser (B&W)	2	0	0
Recycle Bin	4	0	0
Scanner, Flat	1	0	0
Shelving, SF 66"H Steel W/ 5 Shelves	4	12	48
Table, Work	1	100	100
Telephone	4	0	0
Telephone Handset	4	0	0
White Board	1	0	0
Workstation, Computer Systems Analyst Office System	2	75	150
Workstation, Computer Technician's Office System	2	30	60



Functional Activity

This room is where some of the data processing and telecommunications equipment will be housed to support the library's electronic capabilities. All data and telephone lines will originate here. This area is necessary to store and secure mission-critical hardware and for making configuration changes in one secure location.

Relationships

This space must be adjacent to and easily accessible from the computer systems workroom and computer repair and storage. It should also be close to the technical services workroom. Given that all areas of the library must be wired from this room, all efforts should be made to locate this area centrally so that, if possible, data lines don't exceed 300 feet. It should also be located away from public areas with no exterior access.

ADJACENT:

Computer Systems Workroom
Computer Storage/Supply Room

CLOSE:

Technical Services Workroom

PROXIMITY:

Shipping & Receiving

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. Future changes may require a room to be added adjacent to the original room.

Fenestration

Exterior windows are not particularly desirable because of high potential for screen glare problems as well as security risks, however a interior windows are desirable.

Finishes

This is a not public area and will be relatively spartan since it is primarily an equipment room.

CEILING:

Gyp. Board - No acoustical (for security purposes)

WALLS:

Paint - Allow room for cabling and modularity

FLOOR:

Raised computer flooring (tile)

Acoustics

Given the prevalence of noisy printers and humming of computers, more than standard acoustic dampening strategies should be employed.

HVAC

Individually-controlled thermostat just for this room is essential since the temperature and humidity control for this area is critical (determine from computer vendor's specifications). This room should have a very good air filtration system to keep it as dust free as possible. A backup heating and cooling system is strongly recommended so that the computer system doesn't have to be taken off line when the regular HVAC system is down for repairs.

Illumination

The light level should average at least 30 foot candles minimum with 40 foot candles preferred over work surfaces. Because of the large number of computer screens in this room, and the long periods of use, the lighting should be dimmable so that the computer technician's can closely control the light level.

Security

This is a high-security area. Only a few authorized staff should have access to the room. Access to the room is controlled by a changeable numerical code sequence system.



Provide a security alarm if an unauthorized entry is attempted. This room will need a specialized fire protection system to protect the equipment from water damage as well as a smoke detector. Provide a deadbolt lock with limited access for TS staff.

Door must swing out in order to preserve interior space in addition to keeping moving objects away from the equipment.

Signage

Sign on the door that says: "Computer Room - Staff Only"

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Battery Charger	1	0	0
Bulletin Board	1	0	0
Camera, B&W Security System	1	0	0
CD Tower	2	0	0
Computer Stand	1	20	20
Computer, Mini (CPU)	1	25	25
Console, Computer System	1	0	0
Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Halon System	1	0	0
Printer Stand	1	20	20
Printer, Laser (B&W)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer / Communications Equipment	1	30	30
Router/Switch	2	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	10	0	0
Table, Work	1	145	145
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub / Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptable Power Supply (UPS), Multiple Devices	2	10	20
White Board	1	0	0



Functional Activity

This is the office for the Information Systems Coordinator. This office will also provide a confidential space where staff evaluations can be performed and where the staff can come into a private office to discuss confidential issues.

Relationships

This office must be adjacent to the technical services workroom.

ADJACENT:

Computer Systems Workroom
Senior Librarian's Office

PROXIMITY:

Staff Restrooms
Staff Lounge

Flexibility

No expansion or change in purpose is anticipated for this area, but sufficient flexibility should exist to allow the systems area to expand into this space if required.

Fenestration

Windows are highly desired as long as they don't create glare in computer screens.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Paint.

FLOOR:

Carpet or Carpet Tile

Acoustics

The room should be as sound proof as possible so that conversations held within can not be hear outside the room.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces.

Security

This is a staff area and a lock on the door controls access.

Signage

Sign on the door that says: "Information Systems Coordinator."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Bulletin Board	1	0	0
Chair, Task	1	0	0
Chair, Visitor's	1	0	0
Clock, Wall	1	0	0
Computer, Staff Desktop	1	0	0
File Cabinet (Lateral)	3	20	60
Lamp, Desk	1	0	0
Paper Shredder	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Printer, Laser (B&W)	1	0	0
Recycle Bin	1	0	0
Scanner, Flat	1	0	0
Shelving, SF 66"H Steel W/ 5 Shelves	4	12	48
Telephone Headset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0
Workstation, Computer Systems Analyst Office System	1	75	75



Functional Activity

This is the office for the Senior Librarian. This office will also provide a confidential space where staff evaluations can be performed and where the staff can come into a private office to discuss confidential issues.

Relationships

This office must be adjacent to the technical services workroom.

ADJACENT:

Information Systems Coordinator's Office
Technical Services Workroom

PROXIMITY:

Staff Restrooms
Computer Systems Workroom

Flexibility

No expansion or change in purpose is anticipated for this area, but sufficient flexibility should exist to allow the systems area to expand into this space if required.

Fenestration

Windows are highly desired as long as they don't create glare in computer screens.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Paint.

FLOOR:

Carpet or Carpet Tile

Acoustics

The room should be as soundproof as possible so that conversations held within can not be heard outside the room.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces.

Security

This is a staff area and a lock on the door controls access.

Signage

Sign on the door that says: "Senior Librarian's Office."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Art Print	1	0	0
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Department Head's	1	60	60
Paper Shredder	1	0	0
Printer, Laser (B&W)	1	0	0
Recycle Bin	1	0	0
Shelving, SF 84"H Wood W/ 6 Shelves	2	12	24
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

The primary function of this workroom includes acquisitions, cataloging, processing, mending and temporary storage of new library books and materials. Staff will be working with both books and materials, audio-visual equipment as well as computers to input information into the library's databases.

Relationships

The technical services workroom should be adjacent to the technical services office and close to the computer room. The configuration should be modular in a "hub" layout.

ADJACENT:

Shipping & Receiving
Catalogers and Processors should be directly across from each other in a 4-plex.
Cataloging Tools and Processing Supplies directly adjacent to user.

CLOSE:

Exam/hold Shelves
Senior Librarian's Office
Centrally located shared printers and telecommunications

PROXIMITY:

Reference Services
Staff Restrooms
Staff Lounge

Flexibility

There should be sufficient flexibility to allow the rearrangement and remodeling of this space in the future. Provide potential workspaces for future additional staff: 1 additional cataloger, 1-2 technical assistants.

Provide expandable hardware and wiring to allow for evolving print/nonprint media (laser optical discs, ebooks); ideally 2 viewing/listening areas for previewing by catalogers as well as staff meeting presentations.

Fenestration

Windows are desired as long as they don't create glare in computer screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare. Exam/hold shelving should be located away from direct sunlight.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but will see wear and tear from fairly constant human and cart traffic.

CEILING:

Acoustical

WALLS:

Paint w/ glass panels to allow natural light to enter workspace.
Corner guards are required.

FLOOR:

Carpet or Carpet Tile

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

66" high acoustical workstation dividers with superior acoustical properties.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.



There should be a separately controlled thermostat. Individually-controlled thermostat just for this room is essential since the temperature and humidity control for this area is critical (determine from computer vendor's specifications). This room should have a very good air filtration system to keep it as dust free as possible. A backup heating and cooling system is strongly recommended so that the computer system doesn't have to be taken off line when the regular HVAC system is down for repairs.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. As full a spectrum as available. Task lights, natural light, a soft ambient lighting.

Security

This area is a staff area, and a lock on the door controls access. Access to receiving/exam shelves and processing hold areas should be restricted to library staff. Provide a space for holding soiled or otherwise damaged donations, and for isolating potentially hazardous mail.

Signage

Sign on the door that says: "Technical Services Workroom."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	20	10	200
Carts, Rolling - Double-sided	16	4	64
Cataloging Tools Shelving	5	15	75
Chair, Task	9	0	0
Clock	1	0	0
Computer, Staff Desktop	5	0	0
Copier Stand	1	20	20
Copier, B&W Countertop	1	0	0
DVD-ROM Drives	5	0	0
File Cabinet (Vertical)	5	12	60
Paper Towel Dispenser	1	0	0
Printer, Dot-matrix	4	0	0
Printer, Laser (B&W)	3	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	6	12	72
Sink	1	18	18
Stool	2	0	0
Telephone Handset	6	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Video Monitors	2	0	0
Workstation, Acquisitions Office System	2	75	150
Workstation, Cataloging Office System	3	75	225
Workstation, Inter-Library Loan Office System	1	50	50
Workstation, Processing Office System	4	50	200



FUNCTIONAL ACTIVITY

The primary function of this section is to provide services to young adults (primarily ages 12 to 17) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall between the cracks with respect to library service. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas in their frequently loud conversational manner.

SPATIAL RELATIONSHIPS

The Young Adult Services section should be very close to the Audio-Visual Library since young adults will be heavy users of this collection. The YA section should be relatively close to Circulation Services, so that staff in Circulation can supervise the youths. This section should not be located too close to Reference Services because the noise generated may disturb the patrons in reference who are seeking quiet for study or research activities that require concentration. The Young Adult area should not be located too close to the children's library or it will not be used by the youth it is intended to serve, since youth of this age are trying to separate themselves from the image of being "children."

CLOSE:

Audio-Visual Library

PROXIMITY:

Circulation Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Study/Tutoring Room A		175
Study/Tutoring Room B		120
Young Adult Collection & Seating		1,027
Young Adult Office		124
TOTAL:		1,446



Functional Activity

The young adult study / tutoring rooms (A & B) provide two rooms that will seat up to six youths each where they can go to study, surf the internet and do homework in a group setting without disturbing other library patrons. The activity and noise level in these rooms will be high because not only will the youth be talking to one another, but music of their choice will be able to be played in this space. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that behavior can be monitored. At least one side of each room must be a complete floor-to-ceiling glass wall.

Relationships

The young adult study / tutoring rooms will need to be adjacent to the Young Adult Collections & Seating. The study / tutoring rooms should be visible from the Circulation and Readers' Advisory desks and close to the Homework Center, so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

ADJACENT:

Homework Center
Young Adult Collection & Seating
Young Adult Office

PROXIMITY:

Circulation Desk
Readers' Advisory Desk (in Adult Fiction)

Flexibility

This area would not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible given the clientele. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to youth in order to attract them to use this space.

CEILING:

Acoustical

WALLS:

Glass and Vinyl, Sisal or Fabric wall covering with acoustical panel behind for sound absorption.

FLOOR:

Carpet Tile

Acoustics

The purpose of these rooms is to isolate noise generated from youth studying together and music playing, so clearly, significant acoustic dampening is required.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. The lights should have dual level controls at the entry door to the room.

Security

These rooms should be out of the way and somewhat "cloistered", but they should be easy to supervise from Circulation desk and by library patrons walking through the library. Access to the rooms will be controlled by remote electronic switch at the Readers' Advisory desk.

Signage

"Study Room," on the door.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	6	0	0
Table, Group Study	1	175	175
White Board	2	0	0



Functional Activity

The young adult study / tutoring rooms (A & B) provide two rooms that will seat up to six youths each where they can go to study, surf the internet and do homework in a group setting without disturbing other library patrons. The activity and noise level in these rooms will be high because not only will the youth be talking to one another, but music of their choice will be able to be played in this space. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that behavior can be monitored. At least one side of each room must be a complete floor-to-ceiling glass wall.

Relationships

The young adult study / tutoring rooms will need to be adjacent to the Young Adult Collections & Seating. The study / tutoring rooms should be visible from the Circulation and Readers' Advisory desks and close to the Homework Center, so that the staff can assist youth with homework assignments and encourage them to begin to use the resources of the library's print collection.

ADJACENT:

Homework Center
Young Adult Collection & Seating
Young Adult Office

PROXIMITY:

Circulation Desk
Readers' Advisory Desk (in Adult Fiction)

Flexibility

This area would not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible given the clientele. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to youth in order to attract them to use this space.

CEILING:

Acoustical

WALLS:

Glass and Vinyl, Sisal or Fabric wall covering with acoustical panel behind for sound absorption.

FLOOR:

Carpet Tile

Acoustics

The purpose of these rooms is to isolate noise generated from youth studying together and music playing, so clearly, significant acoustic dampening is required.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. The lights should have dual level controls at the entry door to the room.

Security

These rooms should be out of the way and somewhat "cloistered", but they should be easy to supervise from Circulation desk and by library patrons walking through the library. Access to the rooms will be controlled by remote electronic switch at the Readers' Advisory desk.

Signage

"Study Room," on the door.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	4	0	0
White Board	2	0	0
Workstation, Group Study Counter	4	30	120



Functional Activity

Young adults will congregate in this space to find books and magazines and to read and talk with their friends. There will be a good deal of interaction between the youths, and the tables and chairs should be arranged to foster this socializing, i.e., lounge seats should face one another, carrels should be sized to allow two youths to sit down together side-by-side etc. This area should be somewhat out of the way to keep the noise generated in this area from affecting other library patrons, however the space should also be able to be easily supervised by the library staff from the various service desks, particularly the Circulation and Readers' Advisory desks.

This space will shelve the YA Fiction and magazine collection, paperbacks, CDs and videos of interest to teens. YA non-fiction will be shelved with the Adult non-fiction. The aura of the area should be inviting to teens as a place to be, providing for casual, comfortable seating using funky furniture and access to computers which could be used for fun and homework databases, listening and viewing areas, and group study rooms. There should be quiet areas, as well as noisy areas. There should be an alcove with snack and soda machines. There will be a reference collection of textbooks for student use. There will be OPACs in this area.

Relationships

This area should be adjacent or nearby to the Adult AV collection because of the overlap of usage of materials. The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms and very close to the Homework Center. Young adults will be some of the heaviest users of the AV collections and will be going back and forth between these two areas extensively. This area should be in the proximity of the Reader's Advisory desk in Adult Fiction so that staff may supervise the young adults, but the space should not be near the entrance to the children's library.

ADJACENT:

Study/Tutoring Rooms
Young Adult Office

CLOSE:

AV Collections & Seating

PROXIMITY:

Circulation Desk
Readers' Advisory Desk

AWAY:

Children's Entrance

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Fenestration

Natural light, and particularly, view windows near the seating is highly desirable. The library wants to encourage youths to stay and read in a pleasant environment.

Finishes

All finishes in this area must be as indestructible as possible given the clientele. The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to young adults in order to attract them to use this space. This can be accomplished in part by the use of graphics, banners and posters that interest this age group.

CEILING:

Acoustical



WALLS:

Vinyl, Sisal or Fabric wall covering w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Acoustics

Since young adults will frequently create considerable noise, standard acoustical dampening strategies should be used in order to keep the noise generated in this space from spreading throughout the library.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The use of accent lighting to highlight this area is encouraged to help draw young adults to this area as long as it is appropriate and doesn't create glare (consider light units built into the shelving). Consider use of neon light in this space as well to attract young adults.

Security

There will be a supervising librarian on hand to provide assistance with locating materials, homework, and crowd control and the planning of activities. Staff at the Circulation and Readers' Advisory desks will supervise this area. It is critical to make certain that staff can see all areas of this space, including bookstack and seating areas. If this space is put inside a room for sound absorption purposes, there should be a "window wall" which provides clear views of the inhabitants of the room from the Circulation and Reader's Advisory desks.

Signage

Provide a large area sign that says "Young Adults" that is visible from the entry.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	24	12	288
4606 Young Adult Fiction			
Description of Furniture & Equipment Units			
Bulletin Board	3	0	0
Candy/Snack Machine (117v, 3 Amp)	1	0	0
Case, Exhibit	1	35	35
Chair, Lounge	8	35	280
Chair, Reader's	4	0	0
Chair, Technology Workstation	12	0	0
Clock	1	0	0
Cold Beverage Machine (115v, 15 Amp)	1	0	0
Computer, OPAC (On-Line Public Access) Desktop	6	0	0
Computer, Public Desktop	6	0	0
Dictionary Table Top Stand	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
DVD Player	1	0	0
Printer, Laser (B&W)	1	0	0
Rack, Magazine Display	1	0	0
Table, End	2	12	24
Table, Reader's	1	100	100
Workstation, Technology Carrel	6	50	300



Functional Activity

This is the office for the Reference Librarian(s) who will staff this area. This office will also provide a confidential space where the public can come into a private office to discuss confidential issues.

Relationships

ADJACENT:
YA Collection & Seating
Study/Tutoring Rooms

Flexibility

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

Finishes

The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:
Acoustical

WALLS:
Vinyl or Fabric wall covering

FLOOR:
Carpet or Carpet Tile

Acoustics

Normal office noise generated from telephone conversations etc. Additional acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some lighting should be dimmable and task lights should be present on the desk.

Security

This is a staff area and access is controlled by lock.

Signage

Sign on the door that says: "Young Adult Office".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Supervisor's	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0

Description of Furniture & Equipment Units



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Announcement Board	3	0	0
Art Print	13	0	0
Atlas Case	2	25	50
Audio Amplifier	1	0	0
Audio Cassette Tape Player/Recorder	3	0	0
Audio Pre-Amplifier	1	0	0
Audio Receiver	1	0	0
Audio Teleconferencing System	4	0	0
AV Bin, Depressible	1	0	0
AV Bin, Depressible	2	20	40
AV/Technology Equipment Cart, Large	5	15	75
Bar Code Reader, Hand Held	7	0	0
Battery Charger	1	0	0
Bench (2 Person)	1	15	15
Bench (3 Person)	1	18	18
Bench, Lobby (3 Person)	2	20	40
Book Bin, Depressible	6	15	90
Book Bin, Depressible	2	20	40
Book Truck	68	10	680
Bottled Water Dispenser	1	8	8
Bulletin Board	32	0	0
Cabinet, AV Equipment	4	15	60
Cabinet, AV Media Storage	1	25	25
Cabinets, Above Counter	94	0	0
Cabinets, Below Counter	87	0	0
Camera, B&W Security System	3	0	0
Camera, Digital	1	0	0
Camera, Video	1	0	0
Candy/Snack Machine (117v, 3 Amp)	2	0	0
Carpet Cleaning Machine	1	0	0
Carrel, Reader's Wood	16	40	640
Carts, Rolling - Double-sided	16	4	64



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Case, Exhibit	3	35	105
Case, Exhibit	4	50	200
Case, Floor Display	1	30	30
Case, In-Wall Display	6	0	0
Case, Merchandise Display	1	35	35
Cash Register	2	0	0
Cataloging Tools Shelving	5	15	75
CD Player	2	0	0
CD Tower	2	0	0
CD/Cassette Tape Player	7	0	0
Chair, Café	12	0	0
Chair, Child's	26	0	0
Chair, Child's Lounge	4	20	80
Chair, Conference Room	24	0	0
Chair, Conference Room	24	12	288
Chair, Department Head's	4	0	0
Chair, Group Study	22	0	0
Chair, Juvenile	16	0	0
Chair, Juvenile Lounge	4	25	100
Chair, Library Director's	1	0	0
Chair, Lounge	20	35	700
Chair, Meeting Room Stacking	150	10	1,500
Chair, Professional's	1	0	0
Chair, Reader's	82	0	0
Chair, Rocking	1	20	20
Chair, Stacking, Juvenile	20	0	0
Chair, Staff Lounge	4	35	140
Chair, Supervisor's	1	0	0
Chair, Task	61	0	0
Chair, Technology Workstation	55	0	0
Chair, Technology Workstation Task	2	0	0
Chair, Visitor's	1	0	0
Chair, Visitor's	21	15	315
Chair, Visitor's	1	0	0
Chair, Visitor's	2	15	30



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Change Machine	1	0	0
Change Machine (Bill & Coin)	2	15	30
Cleaning Cart	3	0	0
Cleaning Cart	1	15	15
Clock	25	0	0
Clock, Wall	8	0	0
Coat & Hat Rack	7	20	140
Coffee Maker/Urn	8	0	0
Coffee Thermos	10	0	0
Cold Beverage Machine (115v, 15 Amp)	2	0	0
Collator	1	0	0
Commode	16	0	0
Commode - Child Size - Accessible	2	0	0
Computer Stand	1	20	20
Computer, Mini (CPU)	1	25	25
Computer, OPAC (On-Line Public Access) Desktop	48	0	0
Computer, Public Desktop	46	0	0
Computer, Public Portable	20	0	0
Computer, Staff Desktop	60	0	0
Computer, Staff Portable	1	0	0
Console, Computer System	1	0	0
Copier Stand	2	20	40
Copier, B&W Countertop	1	0	0
Copier, B&W Freestanding	1	50	50
Copier, Color Countertop	1	0	0
Copier, Color Freestanding	2	50	100
Credenza	6	25	150
Credenza	1	28	28
Credenza	2	30	60
Cushion, Floor	75	7	525
Cutting Board, Kitchen	1	0	0
Demagnetizer/Desensitizer	3	0	0
Desk, Department Head's	4	60	240
Desk, Friend's	1	60	60
Desk, Library Director's	1	80	80



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Desk, Local History	1	60	60
Desk, Professional	2	60	120
Desk, Reader's Advisor	1	70	70
Desk, Young Adult	1	70	70
Diaper Changing Counter	5	0	0
Dictionary Stand	1	10	10
Dictionary Table Top Stand	3	0	0
Digital Camera	1	0	0
Directory	1	0	0
Disc Drive (External)	1	0	0
Display Shelving, Glass Enclosed, Wood, Lockable	1	30	30
Dolly, Chair	7	10	70
Dolly, Table	4	24	96
Donor Recognition Plaque	1	0	0
Drinking Fountain	3	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	8	0	0
DVD-ROM Drives	5	0	0
Easel	9	30	270
Ellison Die Cut Machine	1	0	0
FAX Machine, Desktop	4	0	0
FAX Machine, Desktop Coin-Operated	1	0	0
Fax Stand	1	20	20
Feminine Hygiene Product Dispenser	1	0	0
File Cabinet (Lateral)	17	20	340
File Cabinet (Vertical)	36	12	432
File Cabinet Vertical	1	10	10
First Aid Kit	6	0	0
Flag Stands	2	20	40
Flannel Board	1	0	0
Flat File	1	35	35
Flip Chart W/ Stand	3	30	90
Garbage Bin, Interior	1	0	0
Garbage Bin, Interior	2	15	30
Globe, Desktop	2	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
-------------	-----------------	---------------------

Inventory Items:

Halon System	1	0	0
Hand Dryer	7	0	0
Hand Sink	1	0	0
Hand Truck	2	0	0
Headphone, AV	6	0	0
Headphones	1	0	0
Hot Water Urn	6	0	0
In & Out Board	4	0	0
Key Cabinet	1	0	0
Kiosk, Electronic	1	50	50
Ladder, Step	2	0	0
Laminator	1	0	0
Lamp, Desk	2	0	0
Lamp, Floor	2	6	12
Lamp, Table	5	0	0
Laser Pointer	3	0	0
Lectern (w/ Space For A Portable Computer)	2	60	120
Locker	23	5	115
Locker-72" High Single - 305mm X 381mm	20	0	0
Mail Bin	1	12	12
Mail Boxes, Staff	5	30	150
Mail Delivery Cart	1	20	20
Map Case	2	35	70
Microfiche Reader/Printer	2	0	0
Microfiche/film Cabinet, Lateral W/10 Drawers	2	26	52
Microphone, Floor	4	0	0
Microphone, Lavalier	3	0	0
Microphone, Table	6	0	0
Microwave Oven	3	0	0
Mirror	11	0	0
Mop Bucket	3	0	0
Mop Bucket	1	4	4
PA System	1	0	0
Paper Cup Dispenser	1	0	0
Paper Cutter	2	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Paper Shredder	8	0	0
Paper Towel Dispenser	9	0	0
Paperback Spinner W/4 Rotor Towers	2	30	60
Photocopier, High Speed	3	0	0
Plaque, Dedication	1	0	0
Postage Meter/Scale	1	0	0
Poster Maker	1	0	0
Presentation Center	3	0	0
Printer Stand	2	20	40
Printer, Dot-matrix	4	0	0
Printer, Ink-Jet (B&W)	15	0	0
Printer, Ink-Jet (Color)	11	0	0
Printer, Laser (B&W)	20	0	0
Printer, Laser (Color)	2	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	5	0	0
Projection Screen, Motorized Ceiling	4	0	0
Projector, Ceiling Mounted AV	3	0	0
Projector, Data Desktop	4	0	0
Projector, Data Portable	1	0	0
Projector, Overhead	2	0	0
Projector, Slide	2	0	0
Queuing Space (Per Person)	26	6	156
Rack, AV Equipment	1	10	10
Rack, Computer / Communications Equipment	1	30	30
Rack, Literature Display Handout	11	0	0
Rack, Magazine Display	1	0	0
Recessed Paper Towel Dispenser/Refuse	7	0	0
Recycle Bin	11	0	0
Recycle Bin	7	15	105
Refrigerator	1	0	0
Refrigerator	2	20	40
Refrigerator, Compact	1	12	12
Router/Switch	2	0	0
Safe, Data / Tape Carrier	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Safe, Floor	2	0	0
Safe, Wall	1	0	0
Scanner, Flat	4	0	0
Security Gates, Book Theft Detection System	1	0	0
Security Gates, Book Theft Detection System	1	35	35
Server, Desktop / Rack Mount	10	0	0
Shelving, DF 45"H Steel W/ 6 Shelves	6	18	108
Shelving, DF 90"H Steel W/ 14 Shelves	6	18	108
Shelving, DF 90"H Steel W/12 Shelves	5	18	90
Shelving, Industrial	3	0	0
Shelving, Industrial	22	15	330
Shelving, SF 45"H Steel W/ 3 Shelves	6	12	72
Shelving, SF 60"H Steel W/ 5 Shelves	3	12	36
Shelving, SF 66"H Steel W/ 5 Shelves	13	12	156
Shelving, SF 84"H Steel W/ 6 Shelves	1	12	12
Shelving, SF 84"H Wood W/ 6 Shelves	8	12	96
Shelving, SF 90"H Steel W/ 7 Shelves	54	12	648
Shower Hooks	4	0	0
Shower/Change Stall - Single	2	0	0
Shredder	1	0	0
Sign, Announcement	3	0	0
Sink	7	18	126
Sink And Counter	15	0	0
Sink, Mop	3	0	0
Sink, Mop	1	6	6
Soap Dispenser	18	0	0
Sofa (2 Seat)	2	55	110
Sofa (3 Seat)	1	70	70
Soup Kettle	1	0	0
Stall	18	0	0
Step Ladder	1	0	0
Stool	5	0	0
Stool, Kick-Step	18	0	0
Stool, Step	3	2	6
Storage Cabinet	7	18	126



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

Storage Cage	1	200	200
Storage Shelves	2	0	0
Stove Top & Oven, Electric	2	15	30
Supply Cabinet	12	18	216
Surge Protector, Multiple Devices	3	0	0
Table	4	50	200
Table, Café	3	65	195
Table, Children's	5	80	400
Table, Children's Slant Top	1	90	90
Table, Coffee	1	50	50
Table, Conference	2	260	520
Table, Display	2	50	100
Table, End	10	12	120
Table, Group Study	2	175	350
Table, Index	1	100	100
Table, Juvenile	2	85	170
Table, Juvenile	1	90	90
Table, Reader's	3	60	180
Table, Reader's	3	80	240
Table, Reader's	9	100	900
Table, Reader's	2	85	170
Table, Work	1	100	100
Table, Work	2	120	240
Table, Work	2	145	290
Tackboard - 1220mm X 2440mm	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub / Multiplexer	1	0	0
Telephone	5	0	0
Telephone Central Station	1	0	0
Telephone Handset	53	0	0
Telephone Headset	3	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Trash Compactor	1	10	10
TV Monitor, 20"	4	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
TV Monitor, 32"	4	0	0
TV Monitor, 50" Large Screen	1	20	20
TV Monitor, 60" Large Screen	2	25	50
TV/VCR Player	3	0	0
Typewriter Stand	2	20	40
Typewriter, Electric	2	0	0
Uninterruptable Power Supply (UPS), Multiple Devices	2	10	20
Urinal	7	0	0
Vacuum Cleaner, Dry Upright	1	0	0
Video Camera	1	0	0
Video Cassette Player/Recorder	6	0	0
Video Conferencing System	1	25	25
Video Monitors	2	0	0
Waste Basket	37	4	148
Waste Receptacles - Built-in	5	0	0
Water Fountain - Handicapped Accessible	1	0	0
Water Purifier, Under Counter	1	0	0
White Board	38	0	0
Workbench, Custodial	1	7	7
Workstation, Acquisitions Office System	2	75	150
Workstation, Administrative Analyst	1	90	90
Workstation, AV Counter	1	40	40
Workstation, AV Desk	1	80	80
Workstation, Bookstore Service Counter	1	65	65
Workstation, Cataloging Office System	3	75	225
Workstation, Children's Counter	1	45	45
Workstation, Children's Desk	2	80	160
Workstation, Children's Office System	4	30	120
Workstation, Circulation Check Out Desk	3	80	240
Workstation, Circulation Check-in Counter	3	55	165
Workstation, Circulation Patron Registration Desk	1	80	80
Workstation, Clerical Counter	1	40	40
Workstation, Clerical Office System	2	30	60
Workstation, Clerical Office System	4	50	200
Workstation, Computer Stand	1	20	20



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Workstation, Computer Systems Analyst Office System	3	75	225
Workstation, Computer Technician's Office System	2	30	60
Workstation, Finance Clerk	1	50	50
Workstation, Food Preparation Counter	2	40	80
Workstation, Food Preparation Counter	1	55	55
Workstation, Food Service Counter	1	65	65
Workstation, Group Study Counter	4	30	120
Workstation, Inter-Library Loan Office System	1	50	50
Workstation, Literacy Tutoring Counter	3	55	165
Workstation, Local History Counter	3	40	120
Workstation, Local History Desk	1	80	80
Workstation, Mail Check-In & Sorting Counter	1	40	40
Workstation, Mending Counter	1	40	40
Workstation, Preparation Counter	1	55	55
Workstation, Preparation Counter	1	70	70
Workstation, Preparation Counter	1	50	50
Workstation, Processing Counter	1	40	40
Workstation, Processing Office System	4	50	200
Workstation, Public Relations Service Counter	1	80	80
Workstation, Reference Counter	5	40	200
Workstation, Reference Desk	2	80	160
Workstation, Reference Office System	5	90	450
Workstation, Secretarial Office System	1	75	75
Workstation, Sorting Counter	1	50	50
Workstation, Study Counter	6	30	180
Workstation, Technology Carrel	10	35	350
Workstation, Technology Carrel	15	40	600
Workstation, Technology Carrel	10	50	500
Workstation, Technology Counter	5	50	250
Workstation, Technology Office System	2	35	70
Workstation, Technology Office System	7	40	280
Workstation, Volunteer's Counter	1	35	35
Wrapping Paper Dispenser	1	0	0
<u>Inventory Sub-Total:</u>			<u>23,984</u>



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
-------------	-----------------	---------------------

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	20	18	360
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	73	18	1,314
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	257	18	4,626
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	4	12	48
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	11	12	132
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	5	12	60
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves	50	12	600
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	61	12	732
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves	2	12	24
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves	3	12	36
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	17	20	340
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	9	20	180
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves	31	20	620
Audio CD Flip File Browser	15	18	270
Audiobook SF 66" Shelving Unit W/ 4 Divider Shelves	2	12	24
Audiobook SF 66" Shelving Unit W/ 4 Divider Shelves	5	70	350
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	3	12	36
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	9	12	108
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	29	12	348
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelves	39	12	468

<u>Shelving Sub-Total:</u>	<u>10,808</u>
-----------------------------------	----------------------

Total Net Assignable SqFt for Furniture and Equipment:	<u>34,792</u>
---	----------------------

